

**CITY MANAGER'S EXECUTIVE ORDER NO. 11-001  
CITY OF DES MOINES**

**AN EXECUTIVE ORDER OF THE CITY MANAGER OF THE CITY OF DES MOINES** relating to the Marina District Kiosk Poster and Electronic Display and establishing policies and eligibility requirements for the use of same.

**RECITALS:**

**WHEREAS;** The City finds that there is a public benefit in advertising community events and activities, and,

**WHEREAS;** The City has provided a place for a Kiosk-type structure to be used to disseminate information beneficial to the public as part of the North Marina Combined Projects, and,

**WHEREAS;** The Rotary Club of Des Moines, Washington, has constructed and donated to the City a Kiosk that will be installed on the new Marina promenade to be used by community organizations and events working in partnership with, or financially supported by, the City for the display of posters, flyers, and electronic information;

**NOW THEREFORE,** it is hereby **ORDERED** as follows:

1. Posters and electronic display content meeting the eligibility requirements outlined below may be displayed inside the protected display area identified as "Community News" on the Marina District Kiosk as a free service for community organizations and events working in partnership or financially supported by the City of Des Moines.

2. The following Marina District Kiosk Poster and Electronic Display Application and Policies are hereby established:

**I. Eligibility Requirement Policy.**

Free display space is available to bona-fide non-profit organizations working in partnership or financially supported by the City for the announcement of non-commercial public events on a space-available basis.

**II. Poster and Electronic Display Content Policy.**

Content shall meet the following requirements to be eligible for display:

- (A) Shall not proselytize a particular point of view or contain political viewpoints or material.
- (B) Shall not contain violent, defamatory, or sexually explicit language or pictures.
- (C) Shall contain the name of the sponsoring organization.
- (D) Shall contain specific information about the activity or event (i.e. time, date, and place).
- (E) Shall provide contact information to obtain accommodations, auxiliary aids or services to enable participation by persons with disabilities.

- (F) Shall not directly or indirectly indicate that the participation of persons is unwelcome, objectionable or not solicited because of age, color, creed, disability, gender identity, marital status, national origin, race, religion, sex, or sexual orientation.

### III. Determination of Eligibility for Display.

The City Manager or designee shall make the determination as to whether a poster or electronic display content qualifies for display. If it is determined not to be eligible, an attempt shall be made by the City Manager or designee to contact the indicated representative and inform them of such. The representative may then, if possible, modify the poster or electronic display content to meet the eligibility requirements. If the poster or electronic display content is advertising a dated event, the poster or electronic display content must be received at least ten (10) days prior to the event.

### IV. Poster Submission, Size, Number and Display Period.

- (A) **Size:** The minimum size for submissions, except to note that space is limited and larger posters might limit the ability of the information to be posted, shall be 3x5 inches. The maximum size for submissions shall be determined by the space available and subject to the final decision of the City Manager or designee. Laminating posters is encouraged if it will be displayed for the full thirty (30) days allowed, as humidity affects paper posters and they tend to sag after a few days.
- (B) **Number:** Two (2) posters may be provided in order to accommodate the current Kiosk. A maximum of one (1) new poster per week per organization will be accepted due to space limitations.

### V. Electronic Display.

Content submitted for display on the Kiosk's 42" LCD TV must be a JPG, TIFF, or PNG file with a minimum display resolution of 800 x 600 and a maximum resolution of 1920 x 1080.

### VI. Display Period.

Display time is limited to a maximum of thirty (30) days and may be shortened at the discretion of the City Manager or designee on a space available basis. No posters or electronic content will be saved upon removal from the Kiosk.

DATED this 28<sup>th</sup> day of April, 2011.

APPROVED AS TO FORM:



Assistant City Attorney

CITY OF DES MOINES:



Anthony A. Piasecki  
City Manager

ATTEST:



Andy Paul  
City Clerk

**MARINA DISTRICT KIOSK POSTER AND ELECTRONIC DISPLAY APPLICATION**

**TO BE COMPLETED BY PARTY SUBMITTING POSTERS OR ELECTRONIC  
DISPLAY CONTENT FOR DISPLAY.  
ATTACH THIS APPLICATION TO THE POSTERS.**

Date Submitted: \_\_\_\_\_ Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Initial Display Date Desired: \_\_\_\_\_ Display Expiration Date: \_\_\_\_\_

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**For City of Des Moines Use**

Is Poster Eligible for Display? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, date contact person informed \_\_\_\_\_  
\_\_\_\_\_.

Signature: \_\_\_\_\_